

# Application Form for BTEC Higher Nationals 2021-22/2022-23

SECTION A: Courses Applied For	D FULL TIME D PART TIME
Select a Higher National ProgrammeHNC in Computing (Level 4)HND in Data Analytics (Level 5)HND in Intelligent Systems (Level 5)	Please insert a passport sized photo of yourself here. (Digital or Printed)

# SECTION B: Applicant's Details

First Name		Gender	□ Male	□ Female
Family Name		Nationality (As per your Passport/Birth Certificate)		
Date of Birth	Age			
Email Address of Applicant				
Home Address of Applicant		· ·	ndence Addr nt to Home /	ress of Applicant Address)

# SECTION C: Information on your current academic situation

Name and address of your previous school / college / university		
Postcode / Zip Code	Country	
Telephone Number (including Country area code) Email Address		
What year are you currently in?		
Current English language qualification i.e. GCSE, O/L, IELTS and Grade :		

# SECTION D: Information on the parents supporting the application

Father's Full Name	Occupation	
Mother's Full name	Occupation	
Address for correspondence (leave blank if same as applicant's address)		
Postcode / Postal Code / Zip Code	Country	
Telephone Number (including Country area code)		
Email Address of Father/Mother/Guardian		

If the fees will not be paid by the above parent, please give the name of address of the person who will be paying the fees, and attach a statement from that person confirming that this is the case. If no details are mentioned in this section, the applicant turns into the person liable for the fees.

Name of the Person Paying the Fees		
Address for Correspondence		
Postcode / Postal Code / Zip Code	Country	
Telephone Number (including Country area code)		
Email Address of the Person Paying the Fees (if not the parent)		

# SECTION E: Guardian and Agent details

Guardian in the UK (leave blank if not applicable)	Agent (leave blank if not applicable)	
Name of Guardian	Name of Agency	
Relationship to student	Contact Name	
Address for Correspondence	Address for Correspondence	
Postcode / Postal Code / Zip Code	Postcode / Postal Code / Zip Code	
Telephone Number (including Country and area code)	Telephone Number (including Country area code)	
Email Address of Guardian	Email Address of Agent	
Age of Guardian at the date when student intends to join HIC		

# SECTION F: Personal Statement

Please explain below (in English and in your own words) what you hope to gain from a course at Harrow Independent College. Any extracurricular activities you have taken part in the school or college or outside clubs or groups you have joined, community service you have engaged in, positions of responsibility you have held, and any other information which you would like to be known by those considering your application.

Also, if you could highlight your career ambition, it would be useful for us to prepare, to help you achieve your goals on time.

Add an additional page if needed.

### SECTION G: Your Achievements

Please list the subjects you are now taking or have already taken in your present or previous school/college, **indicating your most recent grades**, and if you have taken the subject in a public examination (e.g. GCE AS or A2, GCSE, IGCSE, a national curriculum) in the past two years, give the result, the date and name of the examining board:

Subject	Most Recent Grade	Public Exam Result	(state date, Country in which you have taken the exam & which Examination Board)

**SECTION H: Declaration** 

Please sign the following statement and also ask one parent to sign, indicating that you and he/she agree to the conditions of acceptance at the College.

In applying for a place at Harrow Independent College I agree that, if I am accepted, I will abide by the rules set by the College. To ensure the good progress and safety of all students and a harmonious community life, and that failure to do so could lead to my being required to leave the College. I understand that gross misconduct, including the use of illegal drugs, on or off campus, may lead to my being required to leave the College. I agree that the Harrow Independent College may seek a reference from the Principal/Counsellor at my present College/University. Add an additional page if needed.

I declare that the information on this form is accurate. I hereby give my permission for Harrow Independent College to disclose any enrolment or offer information as a result of this application to relevant government agencies upon their request.

Signature of Applicant	Date
Signature of Parent	Date

### SECTION I: Student Code of Conduct

You are expected to conduct yourself responsibly on the Institution premises. Misconduct may result in you being suspended from the Institution. In such cases no refund of fees will be given and any outstanding tuition fees will be payable.

### 7.1 Disciplinary Procedures

When you enrol on a programme of learning at the Institution you sign and commit to a Code of Conduct. If your behaviour, attendance record or academic standards are persistently below the standards set by the college, your parents or guardian will be immediately informed. If these issues are not resolved by informal discussion and negotiation, then disciplinary proceedings may be started against you.

The disciplinary procedure is a formal process which applies to all learners enrolled at the Institution. There are two types of activity in which disciplinary action may be required:

### 7.1.1 General Misconduct

This covers student's behaviour such as refusal to show the Institution ID Card, breach of health and safety regulations, being under the influence of drink or drugs, bullying and harassment of others, or carrying weapons. It also includes misuse of Institution computers and other equipment or any other action or incident considered to be of a similar nature to the above examples.

### 7.1.2 Academic Misconduct

This covers students' behaviour in relation to their programme of learning such as copying, plagiarism, collusion, cheating etc or any other action or incident considered to be of a similar nature to the above examples.

In addition, each has three levels of seriousness: Level 1 Minor; Level 2 Serious and Level 3 Major. Reasons for immediate suspension – some examples are

below: • Assault\_fighting or other acts of violence

• Assault, fighting or other acts of violence, vandalism, bullying and harassment, theft, being in possession of illegal drugs, firearms or other weapons, committing or attempting to commit any act of arson, behaving in a way that brings the Institution into disrepute.

• Computer hacking, cheating in exams, extensive and/or persistent plagiarism or use of model answers, buying, selling or stealing of work.

### 7.3 Complaints Procedure

HIC endeavours to create a positive learning environment for students, one in which each student

has the opportunity to achieve their personal best. To maintain a high level of student satisfaction, a positive environment is vital. As a result, a fair and open complaints procedure is made available to all students.

### 7.4 Informal Complaint

This is a less formal procedure where a complainant may raise his or her concern about the way the services were provided. The complainant simply may see the Complaint Officer and orally inform the matter which will be dealt with immediately. However, if the matter is serious and the complainant is utterly dissatisfied, the compliant officer will rather accept the complaint as a formal one.

### 7.5 Formal Complaint

If a student or a visitor wants to bring a serious complaint about any matter in relation to the way the services are provided, the complainant may bring a formal complaint. It requires the complainant to take a complaint form from the reception. The complainant may also additionally write his or her allegations in addition to filling the complaint form.

For more information about our complaints procedure, please contact:

Admissions Office Harrow Independent College 308-310 Eastcote Lane South Harrow HA2 9AH

Phone: 0044-2084236227 Email: admin@harrowindependentcollege.co.uk

I have read and understood the terms and conditions of the student code of conduct.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

### Higher National Certificate (HNC)

Programme	Local Students Fees per annum	International Students Fees per annum
<b>One year regular HNC programme</b> Standard programme	£8900	£15500
<b>Two year part-time programme</b> Programme designed to suit the needs of working candidates	£4450	*Not Applicable

### Higher National Diploma (HND)

Programme	Local Students Fees per annum	International Students Fees per annum
<b>One year regular HND programme</b> Standard programme	£8900	£15500
<b>Two year part-time programme</b> Programme designed to suit the needs of working candidates	£4450	*Not Applicable

### ADDITIONAL FEE

Registration fee (non-refundable)	£150
Laboratory charges for Computing	£150

\* Only Full-Time (One-year regular) programmes are offered for International Students

### SECTION K: Tuition Fees Payment Structure

For local students: Fees are paid annually or in monthly instalments.

Annual Fee Payment: Tuition fee payments made for the whole academic year in full within the 1st 30days of the start of the course, will draw a 5% discount on the amounts quoted above. Please note that this does not apply to registration fees, or any other additional fees.

Monthly Fee Payments: Monthly fees must be paid by bank transfer or card in 6 instalments. The first instalment should be made by bank transfer, card or cash ibefore the start of the course and the subsequent five payments, before the due date, must be paid by bank transfer or card.

For international students: Full annual fee must be paid before the start of the course.

One full term (3 months) notice period will be required, in the event of leaving Harrow Independent College.

### ADDITIONAL INFORMATION

Textbooks: Text books are not supplied by the College. Students will be provided with the book names and will be required to obtain these books externally.

#### DISCLAIMER

If the lesson is cancelled, the college will notify the students via email only.

#### HOW TO MAKE PAYMENT FOR YOUR COURSE?Please

find our BACS payment details and account details below. Before we continue with your application, we do require the application fee, so please indicate on the form the date you intend to pay this.

### BANK TRANSFER

Payments should be payable to Harrow Independent College.

The account details are shown below;

Bank Name:	SANTANDER BANK
College Name:	HARROW INDEPENDENT COLLEGE
SORT CODE:	09-01-28
ACCOUNT NUMBER:	75957729
SWIFT CODE:	ABBYGB2L
IBAN:	GB82ABBY09012875957729
BANK ADDRESS:	285-287, Northolt Road
	SOUTH HARROW
	Middlesex
	HA2 8JS
	UNITED KINGDOM

### BY TELEPHONE

You can call us on 0044(0) 20 8423 6227 to pay by major cards (e.g. VISA or MASTERCARD). We do not accept American Express cards. Please note that there is a handling fee of 1.85%.

### **BANK STANDING ORDER**

Please collect the bank standing order form from reception, complete it and submit it back in order to setup direct monthly instalments from your bank.

### **Payment Declaration:**

For all higher education students the non-refundable application fee is  $\pounds150$ .

I/we send herewith the application fee in order to gain an admission for the chosen subject(s) or course or programme of study.

I/we have read and fully understood the college polices relating to the payment of fees and guidance on payment, all other due dates and required notice of leaving and hereby confirm that we will abide by the above.

### Signature

Full Name

Date

### SECTION L: What Happens Next?

Please post this completed registration together with the registration fee to:

### **Admissions Office**

Harrow Independent College 308-310 Eastcote Lane Harrow HA2 9AH

OR

email to: admin@harrowindependentcollege.co.uk

Once the application is processed, we will be in touch with you. **Please do not send any other fees along with this application form.** 

Thank you for taking the time to complete the application form. Should you have any queries, please do not hesitate to contact us on the details provided below.

For and on behalf of Harrow Independent College

Mr Kandiah Kandeepan BSc (Hons), MSc (Imperial College, London) PGCE (University of Greenwich) Principal, Harrow Independent College M: 0044 795 731 7668 E: kandiah@harrowindependentcollege.co.uk

OFFICE USE ONLY		
Registration Number		
Joining Date		
□ Accepted	□ Rejected	🗖 On Hold
Reason: (rejected/on hold)		
Admissions Office		





HARROW INDEPENDENT COLLEGE School of Mathematics, Science & Economics

### Harrow Independent College

308 -310 Eastcote Lane South Harrow HA2 9AH United Kingdom

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